



**VILLAGE OF JACKSON
PARKS & RECREATION COMMISSION AGENDA**



Tuesday, January 16, 2024 at 6:00 PM

Jackson Municipal Complex
Village Board Room
N168W19851 Main Street
Jackson, WI 53037

1. Call to Order and Roll Call
2. Approval of Minutes for the Special Parks & Recreation Commission Meeting of December 5, 2023
3. Review Current Financial Stat Pak
4. Project Update - Jackson Community Center Expansion
5. Jackson Dog Park Feasibility and Design - Request for Proposal Selection and Recommendation
6. Review Upcoming Events - 2024 Calendar of Events and Monte Carlo Night, February 24, 2024
7. Director of Parks & Recreation Highlights
8. Citizens/Village Staff to Address the Parks & Recreation Committee
9. Adjourn to **FRIENDS MEETING**

FRIENDS OF JACKSON PARKS & RECREATION
typically meet following the JPR Commission meeting



Unless emailed with notice, support materials will be provided at the meeting.

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Administration Department at the Jackson Municipal Complex at least one (1) business day prior to the meeting.

It is possible that members of the Village Board may attend the above meeting. No action will be taken by any governmental body at this meeting other than the governmental body specifically referred to in this meeting notice. This notice is given so that members of the Village Board may attend the meeting without violating the open meeting law.

MINUTES
PARKS & RECREATION COMMISSION
Tuesday, December 5, 2023 at 6:00 PM
Special Parks & Recreation
Commission



1. Call to Order and Roll Call

The meeting was called to order at 6:00 PM by Chair Casey Latz.

Members Present: Chair Casey Latz, Tr. Engelhardt, Brian Mekka, Susan Rank, and Brittany Rathke

Members Excused: None

Members Absent: None

Staff Present: Parks & Recreation Director Kelly Valentino, Jessica Loomans of the Parks & Recreation Department, Renee Fischer of the Parks & Recreation Department, Administrator Jen Keller, and Clerk Anastasia Gonstead

Trustees Present in Audience: None

2. Approval of Minutes for the Parks & Recreation Commission Meeting of September 19, 2023

The motion to approve the minutes for the Parks & Recreation Commission meeting of September 19, 2023 was made by S. Rank and seconded by B. Mekka.

Vote: 5 ayes, 0 nays. Motion carried.

3. Review Current Financial Stat Pak

Director Valentino provided the body with the financial stat pak with an overview of the documentation provided in the agenda packet. B. Mekka asked for clarification/confirmation that they were within budget. Director Valentino confirmed it was correct.

The motion to put the financial stat pak on file was made by B. Rathke and seconded by S. Rank.

Vote: 5 ayes, 0 nays. Motion carried.

4. Revised Jackson Community Center Rental Forms and Fees for January 1, 2024

Director Valentino provided background pertaining to the proposed changes, as well as the specific changes in said documents. Tr. Engelhardt asked for the process of how the cleaning of the venue is verified. An explanation was provided by Director Valentino. S. Rank inquired if there are problems with people being timely for take down. Director Valentino provided an overview of their process.

The motion to recommend to the Village Board to approve the revised Jackson Community Center rental forms and fees was made by B. Mekka and seconded by B. Rathke.

Vote: 5 ayes, 0 nays. Motion carried.

5. Revised Departmental Structure and Job Descriptions

Director Valentino provided a background to the proposed departmental restructuring and revised job descriptions. The body has now been provided more details regarding this matter from the initial discussions had at the September meeting. A new permanent part-time position is being proposed to be hired in the spring of 2024. Director Valentino further explained that once the position is filled, the proposed job descriptions may have to be adjusted as they get in place.

Tr. Engelhardt asked for clarification on the janitorial work that shows up in each of the descriptions. Director Valentino explained that currently, all staff pitch in as needed on a day-to-day basis and will continue to do so until the time the department may pursue a janitorial position. Tr. Engelhardt inquired if the educational preference would limit applicants. Director Valentino explained the standard verbiage and the historical standards, as well as where they are able to be flexible on the educational requirements for the right candidate. Tr. Engelhardt inquired about compensation plans from the Village if a candidate is currently in school. Administrator Keller explained the Village does not have that currently in place. Tr. Engelhardt inquired what level of accounting knowledge is needed for what is requested in the job description. Director Valentino provided an overview of the sort of entry level accounting duties they would be expected to perform.

Discussion continued about pay structure for the proposed positions, with Director Valentino providing an expectation of what is anticipated. B. Mekka inquired what the process to implement this proposal would be. Director Valentino explained what had been presented to the Village Board through the budget. Administrator Keller further explained the hiring process.

The motion to recommend to the Village Board to approve the revised departmental structure and job descriptions was made by Chairperson C. Latz and seconded by S. Rank.

Vote: 5 ayes, 0 nays. Motion carried.

6. Jackson Community Center Expansion Project Update - Final Floor Plan and Bid Details

Director Valentino provided an overview of the final floor plan and bid details. She provided specifics regarding the security features and the measures they took to ensure their decisions were cost-effective and able to be maintained at a low cost. Artist renderings were shown to the body to better explain the proposed changes. Chairperson C. Latz stressed the need for security at the Community Center, especially given the amount of time young children are regularly in the building. B. Mekka asked about audio/visual needs for the meeting end of the building. Director Valentino provided an overview of what they have talked to contractors about, to point, and that the floor plans are set up in a manner in which they can be utilized, as well as the resources for obtaining some of those specific items.

No formal action taken/needed.

7. Jackson Dog Park - Request for Bid

Director Valentino provided an overview of where they are at in the process of the Jackson Dog Park request for bid, explaining it is for engineering, design, and feasibility study. She explained she brought this to the Commission for awareness. The requests for bids are due January 12, 2024, then they will be brought forward for review. B. Mekka asked for clarification on why they are looking for an alternate site as well. Director Valentino explained that the wetlands in Cedar Run Park could be problematic, and an alternative site would allow this project to continue should the preferred site not be feasible.

No formal action needed/taken.

8. Upcoming Events - Monte Carlo Night, February 24, 2024

Director Valentino provided an overview of where the planning and preparation for the Monte Carlo Night event is currently. She provided information on a corporate sponsor who has already come forward, as well as a change to an appetizer bar instead of a concession stand. Chairperson C. Latz inquired about the band. Director Valentino explained they will likely go with the band that was at the event last year. Chairperson C. Latz asked about a photo booth, as it was not utilized much last year. Director Valentino explained she can find items for a selfie booth to replace it.

No formal action taken/needed.

9. Director of Parks & Recreation Highlights

Director Valentino provided an overview of the events that have taken place, including the Glo Run and the Village of Jackson Tree Lighting.

10. Citizens/Village Staff to Address the Parks & Recreation Committee

None.

11. Adjourn to **FRIENDS MEETING**

A motion to adjourn the meeting was made by Chairperson C. Latz and seconded by B. Rathke.

Vote: 5 ayes, 0 nays. Motion carried. The meeting was adjourned at 7:06 PM. Chairperson C. Latz indicated that there would not be a Friends Meeting following the meeting.

Respectfully Submitted,
Anastasia Gonstead - Village Clerk

Persons with disabilities requiring special accommodations for attendance at the meeting should contact the Village Hall at least one (1) business day prior to the meeting.

January 16, 2024

Parks & Recreation Commission

Financial “Stat Pack”

(January – December 2023, estimated year end)

Included:

*REC DESK – Registration/Scheduling Software:

To date “Cash Distribution by Account – *In House Revenue Report*

*Village Budget Comparison Report – *Village Workhorse Program*

*5-year comparison spreadsheet

Revenue By Period - GL Account Summary

Start Date: 1/1/2023 12:00 AM End Date: 12/31/2023

Payment Methods: CA, CK, CC, IC, EC, CR

User(s)/Cashier(s): - All -



Regular Revenue

DEBITS											CREDITS	
	**Gross	**Net	Cash	Check	CC (Gross)	CC (Net)	Internal CC	Acct Credit	Other	Refunds	Other	
000 - Household Credit Account												
	361.92	361.92	0.00	0.00	0.00	0.00	0.00	0.00	1,504.00	0.00	-1,142.08	
204 - Grants/Sponsorships/Donations												
	8,396.82	8,396.82	0.00	5,421.82	2,975.00	2,975.00	0.00	0.00	0.00	0.00	0.00	
206 - Adult Programming												
	26,076.06	26,076.06	7,412.00	6,103.06	13,184.00	13,184.00	0.00	261.00	0.00	-884.00	0.00	
208 - Youth Programming												
	30,125.74	30,125.74	3,195.00	7,185.74	20,573.36	20,573.36	0.00	388.64	0.00	-1,217.00	0.00	
209 - Senior Program												
	3,392.38	3,392.38	2,061.60	700.78	585.00	585.00	0.00	60.00	0.00	-15.00	0.00	
210 - Adult Leagues												
	5,100.00	5,100.00	900.00	3,800.00	400.00	400.00	0.00	0.00	0.00	0.00	0.00	
211 - Youth Leagues												
	2,475.00	2,475.00	75.00	375.00	2,100.00	2,100.00	0.00	0.00	0.00	-75.00	0.00	
214 - Concessions												
	10,181.71	10,181.71	9,284.76	839.95	57.00	57.00	0.00	0.00	0.00	0.00	0.00	
224 - Special Events												
	59,913.55	59,913.55	32,921.00	19,390.00	6,380.00	6,380.00	1,222.55	0.00	0.00	0.00	0.00	
228 - WPRR Tickets												
	10,270.25	10,270.25	3,727.25	977.00	5,586.00	5,586.00	0.00	0.00	0.00	-20.00	0.00	
232 - Boys & Girls Club Rentals												
	12,086.58	12,086.58	0.00	12,086.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
234 - Washington County Aging and Disability Resource Center Rental												
	600.00	600.00	0.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Fund: 500 - RECREATION

Account Number		2023	2023	2023	Budget Status	% of Budget
		December	Actual 12/31/2023	Budget		
500-00-45620-201-000	REC - VILLAGE TRANSFER	0.00	232,715.00	232,715.00	0.00	100.00
500-00-45620-204-000	REC - GRANTS/DONATIONS/SPONSRS	900.00	8,396.82	6,000.00	2,396.82	139.95
500-00-45620-206-000	REC - ADULT PROGRAM FEES	2,771.30	26,044.67	20,000.00	6,044.67	130.22
500-00-45620-208-000	REC - YOUTH PROGRAM FEES	2,535.00	31,015.24	34,000.00	-2,984.76	91.22
500-00-45620-209-000	REC - SENIOR PROGRAMS	580.78	3,232.53	2,500.00	732.53	129.30
500-00-45620-210-000	REC - ADULT LEAGUES FEES	0.00	5,200.00	4,500.00	700.00	115.56
500-00-45620-211-000	REC - YOUTH LEAGUE FEES	0.00	2,550.00	2,500.00	50.00	102.00
500-00-45620-214-000	REC - CONCESSIONS	282.76	10,181.71	10,000.00	181.71	101.82
500-00-45620-224-000	REC - SPECIAL EVENTS	50.00	59,888.55	39,000.00	20,888.55	153.56
500-00-45620-228-000	REC - TICKET SALES	0.00	10,273.00	8,000.00	2,273.00	128.41
500-00-45620-232-000	REC - BOYS & GIRLS CLUB RENT	0.00	13,753.58	10,000.00	3,753.58	137.54
500-00-45620-234-000	REC - WASH CTY AGING RENT	0.00	6,600.30	6,000.00	600.30	110.01
500-00-45620-236-000	REC - BLDG / SHELTER RENTALS	3,007.50	51,951.31	40,000.00	11,951.31	129.88
500-00-45620-237-000	REC - OPEN GYM FEES	280.00	926.00	1,200.00	-274.00	77.17
500-00-45620-238-000	REC - FITNESS MEMBERSHIPS	3,694.25	17,374.27	15,000.00	2,374.27	115.83
500-00-45620-240-000	REC - KETTLEBROK CHURCH RENT	4,705.04	28,240.23	29,000.00	-759.77	97.38
500-00-45620-243-000	REC - POSTAGE / COPY MACHINES	181.44	700.45	600.00	100.45	116.74
500-00-45620-250-000	REC - WBSC 4K PROGRAM	0.00	89,921.00	90,000.00	-79.00	99.91
500-00-45620-252-000	REC - VILLAGE WELLNESS PROGRAM	2,000.00	2,090.00	1,500.00	590.00	139.33
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PUBLIC CHARGES FOR SERVICES		20,988.07	601,054.66	552,515.00	48,539.66	108.79
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Total Revenues		20,988.07	601,054.66	552,515.00	48,539.66	108.79
=====						

108.79

Fund: 500 - RECREATION

Account Number		2023	2023	2023	Budget Status	% of Budget
		December	Actual 12/31/2023	Budget		
500-00-55310-110-000	REC ADMIN - WAGES	16,286.40	211,723.20	199,350.00	-12,373.20	106.21
500-00-55310-110-001	REC EVEN/WEEKEND - WAGES	3,696.00	42,841.13	29,410.00	-13,431.13	145.67
500-00-55310-110-002	REC PART-TIME SEASONAL - WAGES	1,220.00	20,569.50	9,646.00	-10,923.50	213.24
500-00-55310-110-004	REC WBSD 4K - WAGES	4,912.50	45,682.00	53,508.76	7,826.76	85.37
500-00-55310-125-000	REC ADMIN - HEALTH/LIFE INSUR	4,546.17	54,535.25	54,496.32	-38.93	100.07
500-00-55310-125-002	REC PART-TIME/SEAS-HEALTH/LIFE	0.00	6.07	0.00	-6.07	0.00
500-00-55310-130-000	REC ADMIN - WRS	1,107.48	14,397.24	13,555.80	-841.44	106.21
500-00-55310-130-001	REC EVEN/WEEKEND - WRS	146.85	1,489.05	884.00	-605.05	168.44
500-00-55310-130-002	REC PART-TIME/SEASONAL - WRS	0.00	184.69	0.00	-184.69	0.00
500-00-55310-130-004	REC WBSD 4K - WRS	212.16	2,234.75	3,098.36	863.61	72.13
500-00-55310-135-000	REC ADMIN - SOCIAL SECURITY	952.66	11,719.39	12,359.70	640.31	94.82
500-00-55310-135-001	REC EVEN/WEEKEND - SOC SEC	229.16	2,590.65	1,823.42	-767.23	142.08
500-00-55310-135-002	REC PART-TIME/SEASON - SOC SEC	75.64	1,272.25	598.05	-674.20	212.73
500-00-55310-135-004	REC WBSD 4K - SOCIAL SECURITY	304.58	2,699.20	3,317.54	618.34	81.36
500-00-55310-140-000	REC ADMIN - MEDICARE	222.79	2,886.55	2,890.58	4.03	99.86
500-00-55310-140-001	REC EVEN/WEEKEND - MEDICARE	53.58	624.78	426.45	-198.33	146.51
500-00-55310-140-002	REC PART-TIME/SEASON - MEDICARE	17.69	298.29	139.87	-158.42	213.26
500-00-55310-140-004	REC WBSD 4K - MEDICARE	71.24	662.44	775.88	113.44	85.38
500-00-55310-145-000	REC ADMIN - MEDICAL REIMBURSE	109.63	1,494.19	1,500.00	5.81	99.61
500-00-55310-200-000	REC - ADMIN WAGES	0.00	-8,143.20	0.00	8,143.20	0.00
500-00-55310-201-000	REC - EVENING / WEEKEND WAGES	0.00	-1,055.88	0.00	1,055.88	0.00
500-00-55310-202-000	REC - EDUCATION/TRAVEL/DUES	101.00	2,898.45	3,000.00	101.55	96.62
500-00-55310-204-000	REC - PROGRAM / ACCT REFUNDS	135.00	1,867.00	3,500.00	1,633.00	53.34
500-00-55310-205-000	REC - PROP/LIABTY INSURANCE	0.00	2,945.00	4,000.00	1,055.00	73.63
500-00-55310-206-000	REC - COMPUTER EQUIPMENT	0.00	435.96	600.00	164.04	72.66
500-00-55310-207-000	REC - GAS / ELECTRIC	3,827.40	36,289.91	35,902.00	-387.91	101.08
500-00-55310-208-000	REC - OFFICE SUPPLIES	149.01	2,174.81	2,000.00	-174.81	108.74
500-00-55310-209-000	REC - WATER / SEWER	0.00	1,981.21	2,700.00	718.79	73.38
500-00-55310-210-000	REC - CELL PHONES	150.00	1,750.00	1,800.00	50.00	97.22
500-00-55310-211-000	REC - PHONE / INTERNET	249.52	3,695.96	1,500.00	-2,195.96	246.40
500-00-55310-212-000	REC - IT SUPPORT	537.10	9,932.86	7,000.00	-2,932.86	141.90
500-00-55310-213-000	REC - BLDG EQUIPMENT / REPAIRS	2,471.26	11,066.52	13,500.00	2,433.48	81.97
500-00-55310-214-000	REC - YOUTH PROGRAM SUPPLIES	0.00	2,377.93	2,000.00	-377.93	118.90
500-00-55310-215-000	REC - JANITORIAL/BLDG SUPPLIES	66.42	2,777.46	2,100.00	-677.46	132.26
500-00-55310-216-000	REC - ADULT PROGRAM SUPPLIES	0.00	1,206.41	1,000.00	-206.41	120.64
500-00-55310-217-000	REC - SENIOR PROGRAMS	1,211.56	1,902.45	1,000.00	-902.45	190.25
500-00-55310-218-000	REC - PART TIME/SEASONAL WAGES	0.00	-40.50	0.00	40.50	0.00
500-00-55310-220-000	REC - SPECIAL EVENTS	633.75	22,334.99	12,000.00	-10,334.99	186.12
500-00-55310-222-000	REC - PRINTING	250.00	3,156.00	3,200.00	44.00	98.63
500-00-55310-224-000	REC - POSTAGE / COPIER	123.00	4,852.96	5,600.00	747.04	86.66
500-00-55310-228-000	REC - STAFF UNIFORMS	0.00	960.58	1,000.00	39.42	96.06
500-00-55310-230-000	REC - CONCESSIONS-RESALEABLE	0.00	5,766.78	5,000.00	-766.78	115.34
500-00-55310-232-000	REC - SUMMER TICKET SALES	0.00	7,971.00	7,500.00	-471.00	106.28
500-00-55310-254-000	REC - ADULT LEAGUES	0.00	1,255.60	2,000.00	744.40	62.78
500-00-55310-258-000	REC - CONTRACTUAL SERVICES	2,270.00	29,241.91	35,000.00	5,758.09	83.55
500-00-55310-262-000	REC - CONTINGENCY	0.00	240.73	500.00	259.27	48.15
500-00-55310-268-000	REC - CONCESSION STAND MAINT	0.00	815.89	800.00	-15.89	101.99
500-00-55310-269-000	REC - FIRE/SECURITY MONITORING	0.00	4,235.33	4,200.00	-35.33	100.84
500-00-55310-270-000	REC - SALES & USE TAX	0.00	3,472.43	3,800.00	327.57	91.38
500-00-55310-280-000	REC - WBSD 4K PROGRAM SUPPLIES	462.36	1,022.14	1,000.00	-22.14	102.21
500-00-55310-282-000	REC - VILLAGE WELLNESS PROGRAM	583.97	1,428.53	1,500.00	71.47	95.24

Fund: 500 - RECREATION

Account Number	2023 December	2023 Actual 12/31/2023	2023 Budget	Budget Status	% of Budget
=====					
PARKS & RECREATION	47,385.88	578,727.84	552,482.73	-26,245.11	104.75
=====					
Total Expenses	47,385.88	578,727.84	552,482.73	-26,245.11	104.75
=====					
Net Totals	-26,397.81	22,326.82	32.27	-22,294.55	69,187.54

104.75%

Jackson Parks & Recreation Department

5 year Budget Comparison (subsidies extrapolated)

	COVID		COVID		Village Only**	
	2018*	2019*	2020*	2021*	2022	2023
Total Budget	519,929	528,450	546,782	542,174	556,016	552,515.00
Jan.						
Revenue (budget %)	37,070 (7%)	31,820 (3%)	40,290 (7%)	27,761 (5%)	35,695 (6%)	37,877 (7%)
Expenditures (budget %)	39,817 (7.7%)	46,201 (9%)	40,746 (7%)	38,890 (7%)	58,528 (11%)	36,590 (10%)
Feb.						
Revenue (budget %)	120,830 (23%)	126,222(24%)	134,263 (25%)	121,009 (22%)	123,856 (22%)	122,615 (22%)
Expenditures (budget %)	79,080 (15%)	86,508(16%)	89,248 (16%)	74,429 (14%)	106,862 (19%)	104,146 (19%)
March						
Revenue (budget %)	\$153,695 (29%)	161,386 (31%)	171,686 (31%)	153,720 (28%)	No	177,443 (32%)
Expenditures (budget %)	\$123,668 (24%)	129,485 (25%)	138,943 (25%)	134,479 (25%)	Workhorse	158,594 (29%)
April						
Revenue (budget %)	\$184,391 (35%)	201,802 (38%)	193,589 (35%)	191,191 (35%)	207,633 (37%)	220,245 (40%)
Expenditures (budget %)	\$176,282 (34%)	188,474 (36%)	177,177 (32%)	176,620 (33%)	188,008 (34%)	203,925 (37%)
May						
Revenue (budget %)	230,875 (44%)	253,908(48%)	231,477(42%)	233,212 (43%)	268,272 (48%)	274,941 (50%)
Expenditures (budget %)	218,216 (42%)	228,774(43%)	211,665 (39%)	218,515 (40%)	234,516 (42%)	252,185 (46%)
June						
Revenue (budget %)	278,036 (53%)	291,663(55%)	278,660 (51%)	281,244 (51%)	300,239 (53%)	307,961 (56%)
Expenditures (budget %)	252,175 (49%)	263,372(50%)	245,661 (45%)	260,609 (48%)	273,274 (49%)	296,271 (54%)
July						
Revenue (budget %)	302,007 (58%)	325,514 (62%)	305,886 (56%)	321,168 (59%)	339,847 (62%)	356,469 (65%)
Expenditures (budget %)	284,599 (55%)	295,489 (56%)	280,926 (51%)	294,593 (54%)	322,841 (58%)	347,748 (63%)
August						
Revenue (budget %)	335,051 (64%)	366,210 (69%)	336,440 (62%)	366,367 (67%)	380,959 (69%)	401,790 (73%)
Expenditures (budget %)	322,192 (62%)	333,108 (63%)	326,740 (60%)	345,502 (64%)	340,379 (61%)	383,879 (69%)
Sept.						
Revenue (budget %)	406,412 (78%)	415,858 (79%)	365,741 (67%)	398,207 (73%)	No	432,466 (79%)
Expenditures (budget %)	376,357 (72%)	408,811 (77%)	364,768 (67%)	399,460 (74%)	Worshorse	436,536 (79%)
Oct.						
Revenue (budget %)	488,220 (94%)	485,351 (92%)	449,107 (82%)	No	475,704 (86%)	527,323 (95%)
Expenditures (budget %)	430,860 (83%)	456211(86%)	403,845 (74%)	Workhorse	467,784 (84%)	486,242 (88%)
Nov.						
Revenue (budget %)	472,393 (91%)	527,342 (100%)	473,121 (87%)	531,258 (97%)	No	580,067 (100%)
Expenditures (budget %)	512,327 (99%)	493,594 (93%)	439,615 (80%)	493,487 (91%)	Workhorse	531,342 (96%)
Dec.						
Revenue (budget %)	548,466 (105%)	564,619 (107%)	517,457 (95%)	560,582 (103%)	608,831 (109%)	601,055 (109%)
Expenditures (budget %)	529,521 (102%)	538,450 (102%)	473,508 (87%)	531,480 (98%)	554,142 (100%)	578,728 (105%)
Year End Village Audit Total:	plus 18,945	plus 25,648	plus \$33,295	plus \$18,927	plus 34,840	

*2012 & 2013 Town short. 2014 & 2015 both municipalities followed revenue sharing formula. 2016, 2017, 2018 & 2019 Town short.
 **In Fall of 2021, the Town dissolved their partnership with the JPR/Village. (We added the 4K/WBSD Partnership in 2016.)